



AUG 12 1994

SGM 94-6
OAM/DAS

TO: ' Area and Associate Directors

FROM: Director

SUBJECT: Indian Health Service Policy - Procedures for Sending
Fetal Monitoring Strips to the Federal Records Centers

The purpose of this Special General Memorandum (SGM) is to advise Indian Health Service (IHS) staff of the policy and procedures established between the IHS and the National Archives and Records Administration (NARA) regarding the transfer of fetal monitoring strips to the Federal Records Centers (FRCs).

In a May 12 memorandum, the Assistant Archivist for FRCs approved the IHS request to transfer fetal monitoring strips to the FRCs. Attached is a copy of the memorandum as an attachment to this SGM for future reference and use. The Records Transmittal and Receipt Form (PHS Form 135) prepared by INS staff to transfer these records to the FRCs should cite the attached memorandum by date in column 6h, following the notation of the disposition authority for the records.

Internal IHS procedures require these records to be cut off annually. The fetal monitoring strips should be retained in the IHS health care facility from 3 to 7 years after the last episode of care. These records may be transferred to the FRC after 3 or more years of inactivity (depending on a facility's availability of filing space or research activities). These records will be destroyed 25 years after date of last activity.

The procedures for transferring the fetal monitoring strips to the FRCs are as follows:

1. Each strip must be identified with the mother's chart number and *name*.
2. The strips will be boxed by numerical or alphabetical sequence.
3. - The SF-135 shall be completed and transmitted to the FRC. Cite the attached NARA memorandum by date in column 6h, following the notation of the disposition authority for the records.

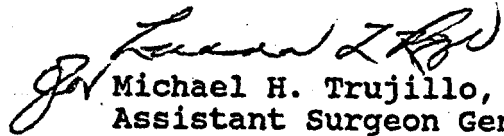
Area and Associate Directors

4. Upon approval notification from the FRC, the boxes will be prepared for shipping to the appropriate FRC. The boxes shall be prepared as follows:

NOTE: Boxes should be supplied by the General/Office Supply Department.

- A. Use special purpose boxes:
Half-size box
14 - 3/4" x 9-1/2" x 4-7/8" NSN 8115-00-117-8338
- B. The accession number, which is a three part number, shall be recorded in the upper left-hand corner. Accessions should be composed of strips with the same cutoff date, except in cases where the volume on hand fills less than one box.
- C. The box number shall be recorded in the upper right-hand corner followed by a slash and total number of boxes in the accession, i.e., 1/22, 2/22, 3/22, etc.
- D. The boxes shall be taped securely and the number shall be visible.
- E. Prepared boxes are usually shipped via *common* carrier to the FRC.

If you have any questions or comments regarding this SGM, please contact your Area Records Management Officer.


Michael H. Trujillo, M.D., M.P.H.
Assistant Surgeon General

Attachment

National Archives at College Park



8601 Adelphi Road College Park, Maryland 20740-6001

May 12, 1994

Ms. Elizabeth L. Coburn
Records Management officer
Indian Health Service
Public Health Service
Department of Health & Human Services
5300 Homestead Road N.E.
Albuquerque, New Mexico, 97110

Dear Ms. Coburn:

This is in response to your letter dated February 8 1994, in which you requested an exception to **transfer unscheduled** records (Fetal KonLtor Strips) to the Federal Records Centers. The unscheduled records are coveted under pending Job No. N1-512-,92-4, item 3-18.

We **are approving your** request to transfer the **subject** unscheduled records **to** the Federal Records **Centers**. **The SF(s)** **135** your **office** prepares **to** transfer the r&cards should **cite** this letter by date in column 6h, following the notation of the disposition authority for the records.

We are sorry about the delay in responding to your request but we never received your original letter. If you have any questions concerning this response, please contact Marva Frazier at (301) 713-7210.

Sincerely,

A handwritten signature in dark ink, appearing to read "David F. Peterson".

DAVID F. PETERSON
Assistant Archivist for
Federal Records Center

cc: All centers